



Great Falls Job Service Workforce Center  
1018 7<sup>th</sup> St South

## Workshop Schedule – July 2013

Call 791-5800 to pre-register

### **RESUMES and COVER LETTERS that work:**

- Formats, styles, and visual appeal
- Grammar, verbiage, and content to include *and exclude*
- Overview of Workforce Center resources available

**Tuesday: JULY 16, 30 10:00–11:30 AM**

### **Basic COMPUTER Literacy:**

- Designed for beginners
- Topics: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

**Wednesday: JULY 17, 31 10:00–11:30 AM**

### **INTERVIEWING Insights:**

- Discussion of various types of interviews
- Preparation suggestions
- Appropriate dress and appearance

**Wednesday: JULY 17, 31 1:30 – 3:00 PM**

### **Jobs ONLINE:**

- Registering with Job Service
- Update your profile information
- On-line job searching, specifically [jobs.mt.gov](http://jobs.mt.gov)

**Thursday: JULY 18 10:00–11:30 AM**

### **WORKIN' it OUT:**

- Two and a half day workshop
- Discussion of successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion.

**Scheduled: JULY 9, 10, 11 9–12 noon and 1–4:45**  
**JUNE 23, 24, 25 9–12 noon and 1–4:45**

(JULY 11 AND 25 morning session only, no afternoon session)

### **DOLLARS & \$ENSE:**

- One day workshop
- Money management tips
- Credit reports and what they mean
- Must pre-register with RDI. Call 761-8721

**Tuesday: JULY 16, 30 9–12 noon and 1–4:45**